

~~SECRET~~

Security Information

8 April 1953

MEMORANDUM FOR: Chief of Administration, DD/P

SUBJECT : Indoctrination of New Case Officers

On several occasions when discussing audit requirements it has been noted that case officers assigned to particular projects have stated that they are not thoroughly familiar with the project under discussion because they are new on the case and the records are not in order.

From the information available it appears that in some cases new case officers are not properly indoctrinated by their predecessors nor is the history of the case properly summarized in the records so that it could be readily understood.

In view of the broad authority granted case officers in the administration of projects it appears highly desirable that some procedures be adopted requiring that when a case officer is relieved from duty he draw up a full summary of the current status of all of his projects, especially in regard to the status of funds, and that he attach to such summary a certificate to the effect that the summary is a true statement of the conditions of the project as of the date of turn-over.

It further appears desirable that, where practicable, the new case officer review this summary with the retiring case officer to satisfy himself that the statements made therein are correct.

This is brought to your attention for such action as you may deem appropriate.

25X1



Auditor-in-Chief

EMF:maw

~~SECRET~~

Security Information

SECRET

MEMORANDUM FOR: Chief of Administration, DD/P [REDACTED]
FROM : Assistant Management Officer (DD/P Area)
SUBJECT : Study of Proprietary And Subsidy Projects

25X1

1. The survey on Project No. 4-3, "Study on Projects" which was requested by your office was begun last year, but was suspended from August to December, 1953, pending completion of the total DD/P Administrative Staff Study.

2. During the course of this study, as outlined in TAB A, many deficiencies in procedures and overlapping of responsibilities were noted.

3. In order to establish a sound procedure for the preparation, submission, reviewing, approving, authorizing, revision, and monitoring of administrative plans, together with the financial operation of proprietary and subsidy projects, this office believes that a broader area of the financial aspects of projects should be studied.

4. Attached hereto is a project proposed covering the scope of study which is believed appropriate and timely.

5. Your approval of the cancellation of the original Project 4-3 and the activation of a study on the basis described in the attached TAB B is respectfully requested.

25X1

[REDACTED]
Assistant Management Officer
(DD/P Area)

Enclosures:

TAB A-Form No. 30-27
TAB B-Form No. 30-27

SECRET

CONFIDENTIAL

**REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE
FROM O&M SERVICE**

PROJECT NUMBER

TYPE OF PROJECT

☐ Survey ☐ System
☒ Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES

DD/P-Admin

DATE OF REQUEST

8 June 1953

ELEMENTS OF PROJECT

☐ (1) Organization ☒ (3) Procedures ☐ (5) Work Measurement ☐ (7) System & Equipment
☐ (2) Staffing ☐ (4) Reporting ☒ (6) Records & Files ☐ (8) Staff Study

TITLE OF PROJECT

Studies of Projects

BRIEF DESCRIPTION OF PROJECT

1. Analyse, in collaboration with FI, PP, PM and the Area Divisions, the suggestions made by the Auditor-in-Chief that project summaries be prepared and maintained for use in the indoctrination of new case officers. (See attached memo dated 8 Apr 53)
2. Report pertaining to this matter should include necessary procedures and/or DD/P directives, if indicated.

*30 June -**again in 2 weeks**is pending - check**check**37v***FOR USE OF REQUESTING OFFICE**

TIMING CONSIDERATION (Starting date desired & condition of urgency, if any)

Routine

NAME, TITLE & SIGNATURE OF REQUESTOR

DD/P-Admin

OTHER APPROVAL, IF REQUIRED

FOR USE OF O&M SERVICE

NAME OF ANALYST DEVELOPING PROJECT

ESTIMATED MAN DAYS REQUIRED

Analyst Clerical Total

STARTING DATE APPROVED

TARGET DATE

ASSISTANT MANAGEMENT OFFICER

MANAGEMENT BOARD APPROVAL

DATE OF MANAGEMENT BOARD ACTION

FORM NO. 90-27
8 1953**CONFIDENTIAL**

(38-43)